



RAVALLI COUNTY BOARD OF COUNTY  
COMMISSIONERS  
215 SOUTH 4<sup>TH</sup> STREET; SUITE C  
HAMILTON, MT 59840  
(406) 375-6500

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## **REQUEST FOR PROPOSALS - CONSULTANT SERVICES**

### **RAVALLI COUNTY, MONTANA**

### **DEVELOPMENT PROPOSAL REVIEW**

#### **SUBMITTAL DEADLINES:**

**NO DEADLINE FOR THE QUALIFIED CONSULTANT POOL PROPOSALS. IF SUBMITTING A PROPOSAL FOR DEVELOPMENT PROPOSAL REVIEWS, THE DEADLINE FOR BOTH PROPOSALS IS JUNE 22, 2007.**

Ravalli County is seeking proposals from qualified private consultants to provide professional planning consulting services for the independent review of subdivision and other development proposals from private project owners within Ravalli County. At the same time, the County is accepting proposals, from those seeking to be included in the pool of qualified consultants, for the review certain development applications.

#### **SCOPE OF SERVICES**

##### **QUALIFIED CONSULTANT POOL**

Ravalli County occasionally has the need for professional consulting services for planning, design and engineering review. These services will typically include the review of certain private development proposals, primarily the review of subdivision and subdivision variance proposals. The County would engage a consultant for services on an "on-call" basis with no guarantee of the amount of work available. Ravalli County may select a consultant offering one or more services in planning, design, and engineering review, with the exception of engineering review for road plans and traffic impact analyses, which are covered under a separate contract.

The County will create a pool of qualified consultants that will be offered the opportunity to bid on proposed development reviews. As all members of the pool have been pre-qualified, when a project is submitted for bid, the County will generally accept the lowest bid, unless there are extenuating circumstances. Qualified consultants will have the responsibility for the review of one or more components of the development proposal review in accordance with state statutes and local regulations. In the case of subdivision and subdivision variance request review, project components could include the pre-application conference, element

review, sufficiency review, preparation of staff report, public hearing/meeting process, and preparation of the preliminary plat decision.

Qualified consultants will report to the Ravalli County Planning Director, and will work with affected agencies including the Ravalli County Attorney's Office, Ravalli County Road and Bridge Department, and the Ravalli County Environmental Health Department.

#### DEVELOPMENT PROPOSAL REVIEWS

During this initial request, Ravalli County is offering potential consulting firms the opportunity to bid on the review of three potential development proposals, which are summarized below. Specific details of the development proposals can be obtained by contacting the Ravalli County Planning Department:

1. Legacy Ranch – This subdivision proposal is for 582 lots/units on 395 acres located off Eastside Highway between the Town of Stevensville and the unincorporated community of Florence, adjacent to the Lee Metcalf National Wildlife Refuge. There are two subdivision variance requests proposed at this time. Key issues are anticipated to include impacts to the road system, proximity to the National Wildlife Refuge, relatively large scope and scale of the development, connectivity of the road system.
2. Hawks Landing – This subdivision proposal is for 150 lots/units on 92 acres located off Eastside Highway, just north of the Town of Stevensville. There are no subdivision variance requests proposed at this time. Key issues are anticipated to include the relatively large scope and scale of the development.
3. Flat Iron Ranch– This subdivision proposal is for 626 lots/units on 411 acres located due east of the City of Hamilton between Golf Course Road and Tammany Lane. Key issues are anticipated to include impacts to the road system, relatively large scope and scale of the development, and proximity of the development to the City of Hamilton. The City of Hamilton is also considering annexation of this property under a separate review process.

Bids for these proposals shall include the following components for the subdivision and any subdivision variance request(s): updated pre-application conference, element review, sufficiency review, preparation of staff report, public hearing/meeting process, and preparation of the preliminary plat decision. It is possible that one or more components of the project will not be included in the final contracts for these projects.

#### SUBMITTAL REQUIREMENTS

##### QUALIFIED CONSULTANT POOL

1. Description of the applicant's experience in development proposal review for private project owners and general planning consultation
2. Description of applicant's personnel and resources including:
  - a. Names and professional qualifications of staff responsible for providing services
  - b. Support services available, computer design, mapping, engineering review, expertise in review of natural resource impacts, local services/facilities impacts, etc.

3. Demonstration of a thorough understanding of the Ravalli County Subdivision Regulations and the Montana Subdivision and Platting Act, and other relevant law
4. Roster of clients (at least five) that could attest to the applicant's qualifications and experience, including:
  - a. Name, address, telephone number, email address, contact name
  - b. Type of work, similar to that proposed herein
5. Information that should be considered as special or unique qualifications or experience
6. Rates for proposed services, including:
  - a. Hourly rates for those proposed to perform activities
  - b. Allowance for providing individual cost estimates for projects
  - c. Rates for support services, as appropriate

#### DEVELOPMENT PROPOSAL REVIEWS

1. Narrative explanation of proposed agreement including approach, description of project tasks, project costs, invoicing procedures, etc.
2. Scope of Services including an outline of the tasks below and for each task including estimates of time/staff allocation, direct expenses, and total expenses.
  - a. Updated pre-application conference
  - b. Element review
  - c. Sufficiency review
  - d. Preparation of staff report
  - e. Public meeting/hearing process
  - f. Preliminary plat decision

#### SELECTION CRITERIA

Proposals will be initially reviewed by a selection team comprised of agency personnel, one Planning Board member and a representative of the Ravalli County Commission. Upon submittal of the recommendations of the selection team, final decisions on the proposals will be made by the Ravalli County Commissioners in a public meeting, pursuant to Titles 7 and 18 of the Montana Codes Annotated, as well as all other applicable laws.

#### QUALIFIED CONSULTANT POOL

Proposals will be evaluated on the following elements:

1. Relevant experience and qualifications
2. Familiarity with local and state regulations
3. Costs of essential services and support services

#### DEVELOPMENT PROPOSAL REVIEWS

Proposals will primarily be evaluated on cost of the Scope of Services with lowest bids having the higher score. The evaluation will also include whether the scope of services is

reasonable for the scope of the project and an assessment of adequate and appropriate staff/resource allocation.

## **DURATION OF AGREEMENT**

### **QUALIFIED CONSULTANT POOL**

The contract between Ravalli County and members of the qualified consultant pool would be effective upon execution of the contract and extend through July 1, 2008. Firms may be added to the qualified consultant pool at any time until July 1, 2008. The County will re-advertise for membership in the qualified consultant pool on an annual basis thereafter, as the need for such services exists.

### **DEVELOPMENT PROPOSAL REVIEWS**

The contract between Ravalli County and a selected qualified consultant for services relating to development proposal review would be effective upon execution of the contract and extend through to the end of the project.

## **SUBMITTAL OF PROPOSALS**

To be considered in the initial review of qualified consultants and for the current development proposal reviews, five (5) copies of the proposal(s) must be submitted by 4:00 p.m. Mountain Standard Time (MST) on June 22, 2007, and shall be addressed to the Ravalli County Board of County Commissioners. Proposals may be provided for either the qualified consultant pool and one or more of the development proposal reviews, or only for the qualified consultant pool. Proposals for only one or more of the development proposal reviews will not be considered. Proposals shall be delivered by 4:00 p.m. MST on June 22, 2007, to:

RAVALLI COUNTY CLERK AND RECORDER'S OFFICE  
Ravalli County Administrative Center  
215 S 4<sup>th</sup> St.; Suite C  
(Second Floor)  
Hamilton, MT 59840

Faxed submittals will not be accepted.

Proposals will be opened at 9:30 a.m. on June 25, 2007 at:

RAVALLI COUNTY BOARD OF COUNTY COMMISSIONERS MEETING ROOM  
215 S. 4<sup>th</sup> St.  
(Third Floor)  
Hamilton, MT 59840

This Request for Proposals is being offered in accordance with the State of Montana statutes governing the procurement of professional services. Ravalli County reserves the right to negotiate an agreement based on fair and reasonable compensation commensurate with the

scope of work and the services proposed, as well as the right to reject any and all responses deemed to be unqualified, incomplete, unsatisfactory, or inappropriate.

**CONTACT INFORMATION**

Questions/Contact: Ravalli County Planning Department at (406) 375-6530 or [planning@ravallicounty.mt.gov](mailto:planning@ravallicounty.mt.gov)

A copy of the Request for Proposals may be obtained at:

RAVALLI COUNTY PLANNING DEPARTMENT  
215 S 4<sup>th</sup> St.; Suite F  
Hamilton, MT 59840  
(406) 375-6530 (telephone)  
(406) 375-6531 (telefax)  
[planning@ravallicounty.mt.gov](mailto:planning@ravallicounty.mt.gov)